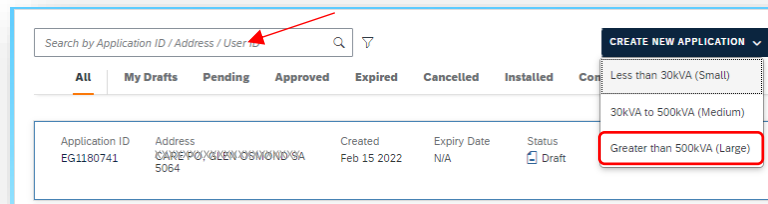


## How do I create a LEG application in SmartApply?

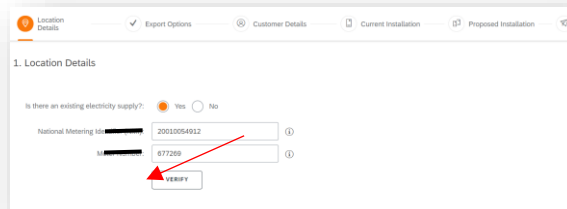
This document describes the steps involved in the application process for Large Embedded Generation.

1. Click the “Create new application” button on the dashboard and select the size of the LEG



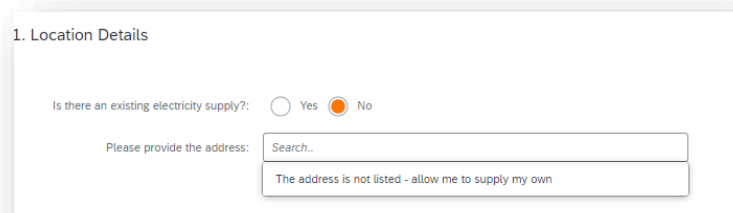
The screenshot shows the SmartApply dashboard with a search bar at the top. A red arrow points to the 'CREATE NEW APPLICATION' button in the top right corner. Below the button, a dropdown menu is open, showing three options: 'Less than 30kVA (Small)', '30kVA to 500kVA (Medium)', and 'Greater than 500kVA (Large)'. The 'Greater than 500kVA (Large)' option is highlighted with a red box.

2. If there is an existing supply enter the NMI and Meter number for the site



The screenshot shows the 'Location Details' form. The 'Is there an existing electricity supply?' section has two radio buttons: 'Yes' (selected) and 'No'. Below this, there are two input fields for 'National Metering ID' and 'Meter ID'. The 'National Metering ID' field contains the value '20010054922' and the 'Meter ID' field contains the value '677289'. A red arrow points to the 'VERIFY' button below the input fields.

If the site has no supply, you can provide the address instead of NMI and Meter.  
If the address is not listed select the option “allow me to supply my own”.



The screenshot shows the 'Location Details' form. The 'Is there an existing electricity supply?' section has two radio buttons: 'Yes' and 'No' (selected). Below this, there is a 'Please provide the address:' label and a search input field. The search input field contains the text 'Search..'. Below the search input field, there is a button labeled 'The address is not listed - allow me to supply my own'.

**Note** that if the NMI is part of a group (cluster) then the application will apply to all NMIs in the group. The group will be displayed as follows.

1. Location Details

Is there an existing electricity supply?: ☒ Yes ☐ No

National Metering Identifier (NMI):

Meter Number:

Address:

Are the address details correct?: ☒ Yes ☐ No

Group details

This NMI has been identified as part of an existing group:

- ☐ 20017593026
- ☐ 20017593010
- ☐ 20013976076

You can modify the group e.g. add NMIs using the modify group button, then click the Add NMI button

1. Location Details

Is there an existing electricity supply?: ☒ Yes ☐ No

National Metering Identifier (NMI):

Meter Number:

Address:

Are the address details correct?: ☒ Yes ☐ No

Group details

This NMI has been identified as part of an existing group:

- ☒ 20017593026
- ☒ 20017593010
- ☒ 20013976076

National Metering Identifier (NMI):

Meter Number:

3. If you entered the NMI and meter instead of address, the address will be displayed. Click Next if the address is correct

1. Location Details

Is there an existing electricity supply?: ☒ Yes ☐ No

National Metering Identifier (NMI):

Meter Number:

Address:

Are the address details correct?: ☒ Yes ☐ No

4. Enter the contact details Click “next” to proceed

- The customer is the person who is responsible to sign the contract
- The principal point of contact is the person with whom SA Power Networks will be liaising
- The Billing contact is the person / organisation who will be receiving and paying invoices

Note you can use the “Same as” check boxes if any contact people are the same

2. Contact Details

Customer (responsible to sign contract)

Billing Contact

Principal Point of Contact

Navigation: < PREVIOUS NEXT > DRAFT SAVE EXIT

5. Any existing equipment (either installed or approved) located at the site will be displayed. If the information is correct, you can simply proceed by clicking next. If it is incorrect, click “No” to be able to edit the information. Note: if the application relates to a group of NMIs this information will be repeated for each NMI in the group or cluster.

4. Current Installation

Total site capacity 2.5 kVA

Please confirm that the installation details below are currently present at this location.

INVERTER

PV Inverter SMA Solar Technology AG SB 2.5-1 VL-40 1 2.5 kVA

PV Panels Unknown Unknown 1 2.5 kW

Are our records correct? Yes No

Navigation: < PREVIOUS NEXT > SAVE EXIT

6. Select the correct phase from the connection type drop-down list

The screenshot shows the '4. Proposed Installation' step in a multi-step process. At the top, there are tabs for 'Location Details', 'Contact Details', 'Current Installation', 'Proposed Installation' (active), 'Project Details', and 'Review & Submit'. Below the tabs, there are three progress indicators: 'Total site capacity ①', 'Current 0 kVA', and 'Proposed 0 kVA'. A note states: '① If you are unsure of the exact equipment makeup, please select 'Unknown' for make/model and nominate the expected quantity and sizing.' Under the 'NMI TBA' section, the 'Connection Type' dropdown is set to 'Three Phase' (highlighted with a red box), and the 'Proposed Export' is set to 'Site Capacity'. Below this, there is a 'No equipment' status and an '+ ADD AC CONNECTION' button.

7. The “Proposed installation” page will be displayed. Click “Add AC Connection”. Note: if this applies to a group of NMIs (cluster) you will be able to repeat these steps for each NMI in the cluster

This screenshot shows the same '4. Proposed Installation' page. The '+ ADD AC CONNECTION' button is now highlighted with a red box. Below it, there is a 'RESET' button and a note: 'If the device you wish to use is not listed, please contact [newenergyservices@sapowernetworks.com.au](mailto:newenergyservices@sapowernetworks.com.au) and request the device to be added. Please ensure details of the device, including manufacturer and model name are included.'

This screenshot shows the '4. Proposed Installation' page with the 'AC CONNECTION' section expanded. It contains three dropdown menus: 'Inverter', 'Select Manufacturer', and 'Select Model'. There is also a 'Select Device' dropdown and a quantity input field set to '1'. Below these are '+ ADD DEVICE' and '+ ADD AC CONNECTION' buttons. At the bottom, there is a 'RESET' button and a note: 'If the device you wish to use is not listed, please contact [newenergyservices@sapowernetworks.com.au](mailto:newenergyservices@sapowernetworks.com.au) and request the device to be added. Please ensure details of the device, including manufacturer and model name are included.' A red error message at the bottom states: 'Please fill in all of the inputs for your installation plan.' Navigation buttons at the bottom include '< PREVIOUS', 'NEXT >', 'DRAFT', 'SAVE', and 'EXIT'.

8. Select the inverter type from the drop-down box

4. Proposed Installation

Total site capacity ⓘ    Current 0 kVA    Proposed 0 kVA

ⓘ If you are unsure of the exact equipment makeup, please select 'Unknown' for make/model and nominate the expected quantity and sizing.

NMI TBA

Connection Type: Three Phase    Proposed Export: Site Capacity

AC CONNECTION

Unknown

PV Inverter  
Battery Inverter  
Hybrid Inverter  
Other IES  
EV Charger  
Diesel Generator  
Natural Gas Cogenerator  
Waste Gas Generator  
Natural Gas Generator  
Water Generator  
Wind Generator  
Wood Waste Generator  
Diesel Cogenerator  
Gas Trigenerator

9. Select the manufacturer from the drop-down box, then select the model

If the AC connection device is not in the list, or is not yet known, you will be able to select “Unknown” for the manufacturer and model when submitting the application, but the actual information will need to be completed before approval can be granted.

AC CONNECTION

Inverter    Select Manufacturer    Select Model

Select Device

+ ADD DEVICE

+ ADD AC CONNECTION

SMA Australia Pty Ltd  
SMA Solar Technology AG  
Solar Bos Pty Ltd  
SolarEdge Technologies Ltd  
SolaX Power Network Technology (Zhe jiang) Co Ltd  
SolaX Power Network Technology Zhejiang Co Ltd  
Soltaro Pty Ltd ATF Soltaro Unit Trust  
Sun Power  
Sungrow Power Supply Co Ltd  
Suzhou Hypontech Co Ltd  
Tesla Motors Australia Pty Ltd  
Unknown

⊗ The total site capacity is less than the proposed capacity.

If the device you wish to use is not listed, please contact [newengservices@sapowernetworks.com.au](mailto:newengservices@sapowernetworks.com.au) and request the device to be added. Including manufacturer and model name are included.

Ensure that both device manufacturers / models are filled with either the real information or “unknown”.

AC CONNECTION

Battery Inverter    Unknown    Unknown    1    1000 kVA    X REMOVE

Battery    Unknown    Unknown    1    1 kWh    X DELETE

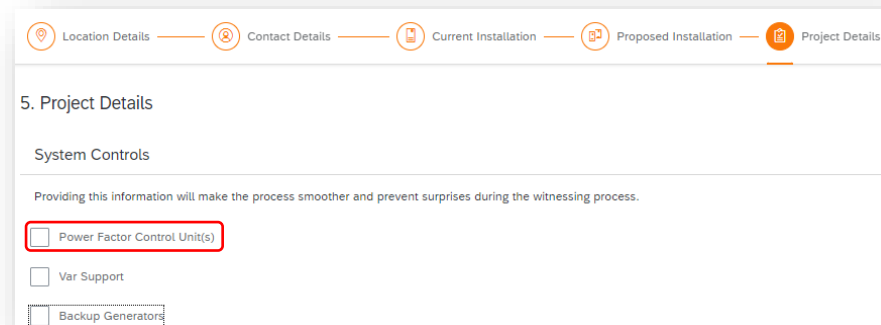
+ ADD DEVICE

10. The form will automatically populate the kVa for the inverter, you can manually edit the generation capacity that is being requested if the manufacturer and model are unknown. Next, select the manufacturer and model of the PV panels

11. You can continue to add devices or inverters, as required. For PV you are required to select a relevant agent from the drop-down list. For LEGS select SA Power Networks SCADA control

12. Once you have entered all devices for the AC Connection or inverter, select the export limiting device, and click next.

13. The project details page is displayed. Tick the checkbox alongside Power Factor Control units if any will be included in the installation. Power Factor Control Detail fields will be displayed, enter the manufacturer, make, capacity, quantity and indicate if it will be placed at the connection point. If manufacturer and model are not yet known, it is acceptable to enter “unknown” provided this information is supplied before the offer is accepted.



5. Project Details

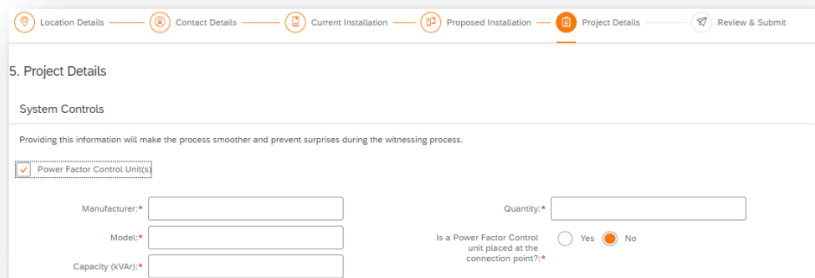
System Controls

Providing this information will make the process smoother and prevent surprises during the witnessing process.

☐ Power Factor Control Unit(s)

☐ Var Support

☐ Backup Generators



5. Project Details

System Controls

Providing this information will make the process smoother and prevent surprises during the witnessing process.

☒ Power Factor Control Unit(s)

Manufacturer:\*

Quantity:\*

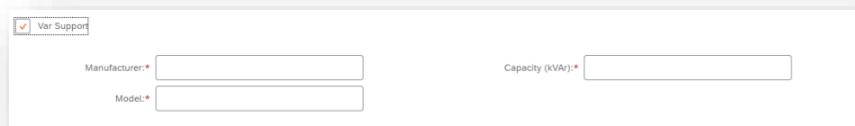
Model:\*

Capacity (kVA):\*

Is a Power Factor Control unit placed at the connection point?\*

☐ Yes ☒ No

14. Tick the checkbox alongside Var support if any will be included in the installation. Var support fields will be displayed, enter the manufacturer, model, and capacity. If manufacturer and model are not yet known, it is acceptable to enter “unknown” provided this information is supplied before the offer is accepted.



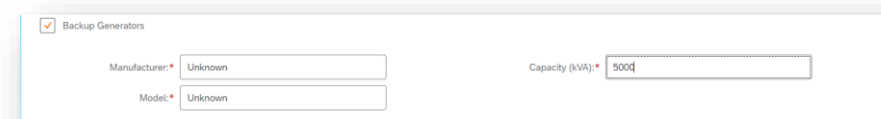
☒ Var Support

Manufacturer:\*

Capacity (kVA):\*

Model:\*

15. Tick the checkbox alongside Backup generators if any will be included in the installation. Backup generator fields will be displayed, enter the manufacturer, model, and capacity. If manufacturer and model are not yet known, it is acceptable to enter “unknown” provided this information is supplied before the offer is accepted.



☒ Backup Generators

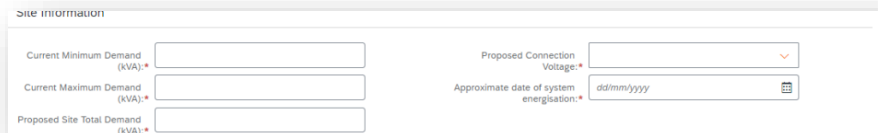
Manufacturer:\*

Capacity (kVA):\*

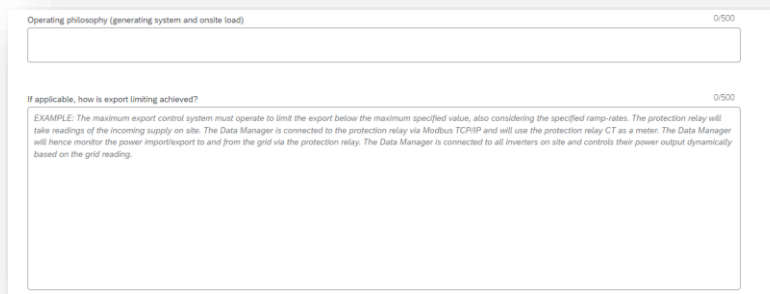
Model:\*

16. Enter information about the site

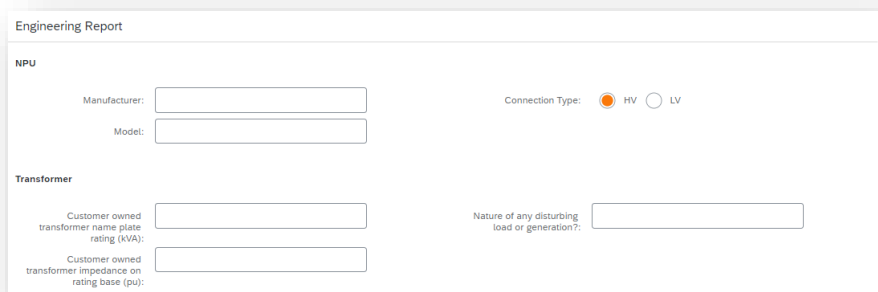
- Current minimum demand – the minimum load the site currently pulls from the grid for new sites this will be 0 kVA
- Current maximum demand – the authorised current capacity as agreed with SA Power Networks i.e. the maximum load the site currently pulls from the grid for new sites this will be 0 kVA
- Proposed site total demand – enter the proposed maximum demand or enter the current maximum load if this will remain unchanged



17. Enter information about the operating philosophy and describe how export limiting will be achieved, if applicable.



18. In this section, details required for the Engineering report need to be provided. Often at time of application this information is not known and is not mandatory at initial application. These details can be entered later however are required to be able to provide an Engineering report.



19. Use the upload button to attach documents. In order to submit, a site plan showing the generating systems location must be attached. After submitting the application but prior to the Engineering report, single line diagram, site map, and 3 data sheets must also be attached.





20. Click next once the site information is complete

21. The entire application is displayed. You can choose to use the previous button edit any section, add supporting information here, and then agree to the terms displayed, and then click submit when ready.

The screenshot shows the 'Review & Submit' stage of the SmartApply application. The top navigation bar indicates the current stage is 'Review & Submit' (highlighted in orange). The main content area is divided into sections: 'Contact Details', 'Current Installation', and 'Proposed Installation'. The 'Contact Details' section shows fields for Contact First Name (m), Contact Surname (mm), Phone Number (0402552221), Email Address (mm@gmail.com), Entity/Business Name (SOLAR SONS PTY LTD), and ABN (30 628 023 254). The 'Current Installation' section shows a dropdown menu with 'XXXXX' selected. The 'Proposed Installation' section shows a dropdown menu with 'NMI TBA' selected, followed by a table with columns for Connection Type, Proposed Export, and Site Capacity. The table has two rows: 'PV Inverter' and 'PV Panels'. The 'PV Inverter' row has values: Unknown, Unknown, 1, 500 kVA. The 'PV Panels' row has values: Unknown, Unknown, 100, 0.1 kW. Below the table, there are fields for 'Relevant Agent' (SA Power Networks - SCADA Control) and 'Relevant Technology' (SCADA Control - Suitable for electricity generating plants with an export capacity of more than 200kW). At the bottom, there is a section for 'EXPORT LIMITING DEVICE' with a dropdown menu showing 'SA Power Networks SCADA - RTU'. The bottom navigation bar includes buttons for 'PREVIOUS', 'SUBMIT', 'DRAFT', 'SAVE', and 'EXIT'.

The screenshot shows the 'Review & Submit' step of a LEG application in SmartApply. The form is divided into several sections:

- NMI TBA**: Includes 'Connection Type' (Three Phase) and 'Proposed Export' (Site Capacity).
- AC CONNECTION**: Contains fields for 'PV Inverter' (Unknown), 'PV Panels' (Unknown), and 'Relevant Agent' (SA Power Networks - SCADA Control). It also shows 'Relevant Technology' as 'SCADA Control - Suitable for electricity generating plants with an export capacity of more than 200kW'.
- EXPORT LIMITING DEVICE**: Contains the field 'SA Power Networks SCADA - RTU'.
- Comments**: A text area with a character count of 0/5000.
- Agreements**: Two checkboxes for terms and conditions, both currently unchecked.
- Navigation**: Buttons for 'PREVIOUS', 'SUBMIT', 'DRAFT', 'SAVE', and 'EXIT'.

Red annotations highlight the 'Comments' text area and the 'SUBMIT' button, with a red arrow pointing from the agreement section to the 'SUBMIT' button.

22. The approved application will be displayed on your dashboard. An approval email will be sent to your email address and the customer address that you entered in step 4. The progress of the application and its current status will be displayed in the bottom right corner.